

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: July 21, 2016

Closing Date: July 27, 2016

**Clerical-Secretarial Position, Pay Grade 6
Family Division, Juvenile Delinquency/Truancy Unit, Kent County**

Job Responsibilities and Duties: This clerical-secretarial position provides administrative support to Deputy Attorneys General in the Family Division in the Juvenile Delinquency/Truancy Unit in Kent County. This unit handles a large volume of cases for trial and case review on a daily basis. This position involves preparing and filing court pleadings at the direction of the DAG, printing court calendars, locating and organizing criminal case files, preparing bail hearing paperwork, answering and sending discovery responses, and preparing subpoenas. The position requires routine communication with defense attorneys, assistance in contacting victims and witnesses, and communication with law enforcement regarding evidence and trial dates. This position involves significant telephone contact with State agencies, Family Court, and members of the public.

Minimum Qualifications: Candidates must be detail-oriented, well-organized, and proficient in Microsoft Office. Candidates must have excellent grammar, spelling, and proofreading skills. Candidates must be able to handle a high volume of phone calls from various constituencies and record accurate messages. This position will be included in the rotation schedule for the main receptionist on the second floor of the Kent County office building.

Internal applicants: Please send an updated Resume or summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, or E-mail to DOJHR@state.de.us, or Fax to 302-577-5866. EOE.